**To:** [Recipients' Names]

**From:** [Your Name/Position]

**Date:** [Date]

MEMO

**Subject:** **Memo of Offering**

Dear [Recipient's Name],

I am pleased to offer you [briefly describe the offer, e.g., a position, a product, a service, etc.] at [Company Name].

**Details of the Offer:**

Offer Details: [Provide specifics of the offer, such as position title, product/service details, etc.]

Start Date: [Specify the proposed start date, if applicable]

Terms: [Include any relevant terms, conditions, or benefits associated with the offer]

**Next Steps:**

Please review this offer carefully and indicate your acceptance by [deadline for response]. If you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

We look forward to welcoming you to our team [or using our product/service, etc.].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]